

National Aeronautics and Space Administration



NASA DESK GUIDE
ON
DOMESTIC EXTENDED TEMPORARY DUTY (ETDY)
Version 1

**Financial Management Division
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SECTION 1 – INTRODUCTION

This section provides an overview of the document content, as well as how the information is arranged.

1.1 Purpose

The purpose of this desk guide is to provide guidance to National Aeronautics and Space Administration (NASA) employees who are or will be on Extended Temporary Duty (ETDY), Center Travel Offices, and to the NASA Shared Services Center (NSSC) for the purposes of counseling and paying travelers on ETDY. This document provides a consistent approach to ensure that all Agency travelers are paid by the same guidelines and that NASA adheres to the NASA Financial Management Requirements (FMR) and the Federal Travel Regulation (FTR).

1.2 Background

The need for this guide has increased as information regarding ETDY is located in multiple places and performed by multiple organizations across the Agency.

1.3 Applicability

This desk guide is applicable to NASA Headquarters and NASA Centers, including Component Facilities, the NSSC, and the Office of the Inspector General. Unless otherwise stated, the use of the word Center(s) in the text of this document includes NASA Headquarters, the NSSC, and the Office of the Inspector General, and any reference to Center Director(s) includes the Executive Director, Headquarters Operations and the Executive Director, NSSC. This desk guide is for use by NASA Center Human Resources Offices (HROs), Chief Financial Officer (CFO), NSSC, and all ETDY travelers.

1.4 Point of Contact

The NSSC is responsible for ETDY counseling and voucher payment. The NSSC can be reached through the NSSC Customer Contact Center at:

NASA Shared Services Center
C Road, Building 1111
Stennis Space Center, MS 39529
Phone: (877) 677-2123
Fax: (866) 779-6772
E-mail: nssc-contactcenter@nasa.gov

1.5 About This Document

This document contains information on regulations, processes, and policies relating to ETDY. It also contains a listing of the acronyms and abbreviations used in this document with the applicable meanings in Appendix A, Acronyms and Abbreviations.

Note: For your convenience, this document identifies Web links when available. These links are correct as of this publishing; however, since Web links can be moved or disconnected at any time, we have also provided source information as available to assist you in locating the information.

SECTION 2 – REFERENCES

Various regulations govern the ETDY program and participants. This section provides references to the documents and codes identified in this document. Where there are applicable regulations or references in the body of this document, the reference may be found in parentheses after the description of the regulation and may include the applicable subparagraph.

The following references were used in the preparation of this desk guide:

- a. Federal Travel Regulation (FTR). To access the FTR electronically, go to www.gsa.gov. Click the **Home** tab; click the **About GSA** link; then under the **Reference** heading, click the **Federal Travel Regulations (FTR)** link.
- b. General Services Administration (GSA) Domestic Per Diem Rate Chart. To access this Web page, go to www.gsa.gov/perdiem.
- c. General Services Board of Contract Appeals (GSBCA) 16699-TRAV. To access this decision, go to <http://www.gsbca.gsa.gov/travel/u1669917.pdf>.
- d. Internal Revenue Service (IRS) Memorandum 20026025, Subject: Rev. Rul. 99-7 Issues, May 31, 2000.
- e. IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses.
- f. NASA FMR. To access the FMR electronically, go to <http://www.nasa.gov/offices/ocfo/home/index.html>. On the left side of the screen, click the **Policies & Procedures** drop-down menu; select the **Financial Management Requirements** link; then select the **Volume 12, Travel** link.

Important: All instances in this desk guide that reference the FMR are specifically for Volume 12, Travel, Appendix A, FMR NASA Federal Travel Regulations Supplement (NFTRS), unless otherwise noted.

- g. NSSC Web site located at <https://www.nssc.nasa.gov/customerservice>. To access the ETDY information, click the **Travel** tab, then click the **Extended TDY** link.
- h. National Archives and Records Administration (NARA) General Records Schedule 6, Accountable Officers' Accounts Records. To access NARA electronically, go to <http://www.archives.gov/records-mgmt/ardor/grs06.html>.

SECTION 3 – GENERAL

3.1 Definitions

a. Constructive Voucher

Constructive Voucher refers to a voucher that is created to show the cost of the preferred mode of travel versus traveler's preference. For example, if a traveler is authorized to fly from Kennedy Space Center (KSC) to Goddard Space Flight Center (GSFC) but desires to drive instead, a constructive voucher would be created to show the cost of driving versus flying. The traveler would then be paid for whichever mode is more cost effective to the government. Travelers are responsible for expenses when taking "side trips" or incurring other expenses not associated with the ETDY.

b. Fixed Costs

Fixed Costs refers to the cost of expenses, other than meals, authorized in the ETDY per diem rate (e.g., utilities). Fixed costs are reimbursed to ETDY travelers when they are away from their ETDY location. The fixed cost rate is 65% of the lodging portion of the prescribed per diem rate.

c. ETDY

ETDY is authorized travel that lasts more than 30 days.

d. Home Center

Home Center is the Center of record for the traveler's official position. It is also called the Permanent Duty Station.

e. Lodging Costs

Lodging costs refers to the GSA-determined rate of lodging at a specific location.

f. Meals and Incidental Expenses (M&IE)

M&IE is the GSA-determined cost of prepared meals plus incidental expenses. This amount is based on the per diem location.

g. Per Diem

Per diem refers to the GSA-determined rate for lodging and M&IE at a per diem location. Refer to the Domestic Per Diem Rates page on the GSA Web site.

h. Permanent Duty Station (PDS)

PDS is the Center of record for the traveler's official position. It is also called the home Center. PDS is most commonly used and is found throughout this document.

i. Reduced Rate

Reduced rate is the rate allowed for each full day at the ETDY location. This is a portion (specifically 65%) of the full regular Temporary Duty (TDY) per diem rate.

j. Secondary Travel

Secondary travel is business-related travel to a location other than the Permanent Duty Station that occurs while on ETDY. Personal travel while on ETDY is not considered secondary travel.

3.2 Responsibilities

3.2.1 Traveler's Responsibilities

The traveler is responsible for the following:

- Completing the ETDY questionnaire.
- Completing ETDY training on System for Administration, Training, and Educational Resources for NASA (SATERN).
- Being a prudent traveler.
- Verifying that the government-issued travel charge card is active.
- Ensuring credit and cash limits are adequate for authorized travel.
- Filing vouchers within the prescribed timeframe (FMR 301-52.7).
- Maintaining receipts.
- Discussing re-entry options with the supervisor.
- Opening and closing leases.
- Notifying Landlord of termination and forwarding address.
- Turning on and off utilities.
- Providing deposits and obtaining refunds.
- Filing change of address.

3.2.2 NSSC's Responsibilities

NSSC is responsible for the following:

- Advising travelers on authorized expenditures for ETDY.
- Answering traveler's questions regarding entitlements.
- Processing ETDY vouchers for payment.
- Auditing ETDY vouchers.

3.2.3 Funding Center's Responsibilities

The traveler's funding Center is responsible for the following:

- Completing a cost comparison to determine whether ETDY is more advantageous and should be authorized over a Temporary Change of Station (TCS) or Permanent Change of Station (PCS) assignment (FMR 301-11.202).
- Ensuring sufficient funding is in place and the appropriate accounting data is used (e.g., Fund, WBS, etc.).
- Creating the travel authorization in the electronic travel system.

3.2.4 Center Travel POC's Responsibilities

- Providing assistance with completing the travel authorization and voucher in the electronic travel system.

3.3 When TDY Turns into ETDY

If travel of 30 days or less is extended by NASA management to exceed 30 days, the reimbursement rate change (from full per diem to the reduced rate) will be effective on the date the authorizing official makes the determination that an extension is required (FMR 301-11.204).

3.4 Income Tax Reimbursement Allowance (ITRA)

Per IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses, long term assignments in excess of 1 year are considered to be income by the IRS, and NASA is obligated to report all reimbursements as income to the employee from the point it can be reasonably determined that the assignment will exceed 365 days (FMR 301-11.201).

When it has been determined that travel will extend over 365 days, the NSSC should be notified by the traveler so they may begin deducting Federal taxes from the subsequent monthly vouchers. The amount of deduction is determined by the IRS for all taxable reimbursements. This information is then forwarded to the Department of the Interior (DOI) to be included on the employee's Form W-2, Wage and Tax Statement, and must also be sent to the traveler for filing of their ITRA.

3.5 ETDY Over 1 Year

If the ETDY exceeds 1 year, NASA is, as previously mentioned, obligated to report travel reimbursements to the IRS.

Returning to the PDS and creating a new set of orders to return to the same ETDY location does not circumvent the fact that the ETDY is taxable if the total from both sets of authorizations exceeds 1 year.

If the ETDY is realistically expected to last for more than 1 year, whether or not it actually lasts for more than 1 year, the IRS considers this to be an indefinite assignment. A series of assignments to

the same location, all for short periods but that together cover a long period, may be considered an indefinite assignment. Travelers are required to include in their income any travel reimbursements they receive when the ETDY becomes an indefinite assignment (IRS Publication 463).

Per IRS Memorandum 200026025:

“...it is reasonable to treat a break of at least 7 months as significant, thereby treating two work segments separated by a 7-month break as separate periods of employment for applying the 1-year limitation.”

Therefore, it is NASA’s procedure that the Agency will treat any assignment to a specific geographical location (within a 50 mile radius) as one continuous assignment unless there is a break in service of at least **7 months**. If the break is less than 7 months and exceeds or is expected to exceed 1 year in total duration, then the Agency will consider the travel reimbursement as taxable and will process the voucher accordingly. The intent of this practice is to mitigate any tax liability on behalf of the employee (FMR 301-11.201 see note).

SECTION 4 – PRIOR TO ETDY

Prior to authorization of an ETDY assignment, the following must be completed:

- The authorizing official must determine whether the assignment is in the best interest of the Government.
- The Office of the Chief Financial Officer (OCFO) (or other office as determined by your Center) shall develop a cost comparison to determine whether the assignment should be authorized as an ETDY or TCS/PCS assignment.
- The cost comparison should be attached to the travel authorization to be used to certify fund availability and process travel voucher claims (FMR 301-11.202).

Important: All per diem figures and other examples provided in this document are for example only. The per diem figures are based on Fiscal Year (FY) 2009 calculations and are subject to change. Please always refer to the official rate charts on the GSA Web site when determining any calculations.

4.1 Getting Ready

After it has been determined that an employee will be going on ETDY, an employee should:

- Complete the ETDY Questionnaire located on the NSSC Web site. To access the questionnaire, go to <https://www.nssc.nasa.gov/customerservice>; click the **Travel** tab; then click the **Extended TDY** link. Under the **Welcome to Extended TDY** heading, click the **Extended TDY Questionnaire** link.
- Complete the ETDY training available on the SATERN Web site.

These two actions will notify the NSSC of the impending travel. The NSSC will then contact the traveler to answer any questions the traveler may have on the rules and regulations relating to ETDY.

Additional travel information can be found on the NSSC Web site. To access travel information, go to <https://www.nssc.nasa.gov/customerservice>; click the **Travel** tab; then click the **Extended TDY** link.

Several Web sites offer a moving checklist. The following is a partial list of Web sites where a traveler can find a moving checklist to help facilitate the move:

- Century 21: <http://classic.century21.com/learn/content.aspx?refstr=6.8.7>
- U-Pack Moving, Inc.: <http://www.upack.com/moving-resources/checklist.asp>
- Apartment Search by CORT: <http://www.apartmentsearch.com/moving-help/>
- Move, Inc.: <http://moving.move.com/move/tools/relocationwizard.asp>

4.2 Travel Authorization

The organization funding the ETDY is responsible for creating the travel orders. The orders should contain the specifics about what is authorized while on ETDY. If applicable, specifically include the following:

- Approved methods of transportation (e.g., Privately-owned Vehicle (POV))
- Approval for non-contract carrier, if applicable
- Justification for excess baggage transportation
- Cash advance approval, if applicable (only for Electronic Funds Transfer (EFT) requests)

4.3 Where to Live

Deciding where to live while on ETDY is an important decision. Below are some suggestions to help travelers make an informed decision:

- The traveler should determine how much per diem will be received and keep rental payments within that amount. Refer to paragraph 5.2, Reduced Rate, for additional information.
- The traveler should talk to the ETDY supervisor (or others who live in the area) for suggestions of areas/neighborhoods in which to live.
- The traveler should conduct online research to find an area that meets his or her requirements. Many Web sites exist to help with this research, including the following:
 - Visit <http://www.greatschools.net/> to research schools in a specific area.
 - Visit <http://www.rent.com> to find available rental units and property in a specific area.
 - Visit <http://www.apartmentsearch.com> to find available rental units and property in a specific area.
 - Visit www.citysearch.com to discover available restaurants, hotels, shopping, and more in a specific area.
 - Visit <http://www.bestplaces.net> for a general overview of cities including reviews from people who currently live or have lived in that area.
 - Visit <http://www.bestplaces.net/crime/> to learn about the crime rate of a specific area.
 - Visit www.publictransportation.org to find public transportation options for a specific area.

4.4 The Lease

Once the traveler has decided where he or she wants to live, the traveler should contact the rental property to begin the leasing process. This process will vary depending on the company, but generally involves completing an application and submitting to a credit check.

Note: The lease should be negotiated prior to arrival at the ETDY location and begin as close to the day of arrival at the ETDY location as possible. The traveler will not be reimbursed for rent prior to the beginning of the official travel. The traveler will only receive 65% of the location per diem and NASA will not pay any additional costs if the traveler chooses to stay in a hotel.

Since NASA can terminate the ETDY at any time, it is recommended that prior to signing a lease, the employee discuss with the Landlord the possibility of an early termination of the lease due to the employee's position with NASA. Some places of lodging will allow additional language to be inserted into the lease to cover this possibility. The following language, while not mandatory, is recommended for inclusion in the lease:

"The Tenant is an employee of the U.S. Government and may terminate this lease on 30 days written notice to the Landlord if the Tenant receives a geographic assignment to a duty station more than 50 miles from the current duty station. If the Tenant terminates the lease under this clause and is in compliance with all other terms of the lease, the Landlord will refund the Tenant, within a reasonable time after the Tenant vacates, any and all security or damage deposit held."

Note: Employees are strongly encouraged to select a lodging establishment or residential vendor that accepts the government-issued credit card for payment. If the establishment does not accept the government-issued credit card, the employee may be subject to large amounts of out-of-pocket expenses until the reimbursement can be processed.

4.5 Upfront Fees and Expenses

Travelers often incur expenses due to lodging and utility deposits or fees. Travelers should ask questions to determine if they will be charged for any of these types of fees. Lodging deposits/fees are considered as being included in the reduced lodging rate. They are not reimbursable as a separate miscellaneous expense. See the following:

Fees and Deposits Chart

Fees and Deposits		
Expense Type	Considered Part of Reduced Rate	Non-reimbursable
Pet Deposit Fee		X
Amenity Fee	X	
Renters Insurance		X
Lodging Deposit	X	
Utility Connection/Disconnection Deposit	X	
Furniture Delivery Fee	X	
Move-In Deposit/Fee	X	
Lodging Application Fee	X	
Required Garage Fee	X	
Apartment Storage Fee	X	
Non-refundable Security Deposit	X	

Note: Expenses indicated in the previous chart as non-reimbursable are considered personal expenses and must be paid from personal funds if required and incurred.

4.6 Transportation to/from the ETDY Location

In coordination with the funding supervisor, the traveler needs to determine how he or she will travel to and from the ETDY location. The regulations regarding traveling to and from the ETDY location differ depending on the method used. This paragraph and the following subparagraphs describe the available options.

Note: When deciding which mode of transportation to authorize, the authorizing official should consider what local transportation is available at the ETDY location (FMR 301-11.208). The Travel Authorization should indicate the authorized mode of transportation per FMR 301-11.208, 301-11.209 and 301-11.210.

The authorized modes of transportation, in order of preference, for travel between the PDS and the ETDY station are:

1. Common Carrier
2. POV
3. Rental Car (last resort)

Regardless of the method used, when a travel assignment is 30 days or longer, travelers may be authorized up to 350 lbs. of excess baggage. The transportation of excess baggage must be in the manner most cost-effective to the Agency (FMR 301-11.225).

4.6.1 Common Carrier

Common Carrier Travel Requirements

When traveling via common carrier (i.e., commercial airline), the traveler must use the contract carrier. If the traveler would like to use a carrier other than the contract carrier (FMR 301-10.108), the following conditions must be met:

- The traveler must meet one of the exceptions listed in FTR §301-10.107 and show approval on the travel authorization to use a non-contract fare.
- If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, the traveler must know or reasonably anticipate, based on his or her planned trip, that he or she will use the ticket.
- NASA must determine that the proposed non-contract transportation is practical and cost effective for the Government. In addition, the Deputy CFO (Finance) or his/her designee at the respective Center must determine that the proposed non-contract transportation is practical and cost effective for the Government (FMR 301-10.108).
- The approval to use a non-contract carrier must be shown on the travel authorization (FMR 301-10.108).

Warning: Carrier preference is not a valid reason for using a non-contract fare.

Note: Excess baggage does not include furniture.

Per Diem while Traveling via Common Carrier

On the day of travel, the traveler will be paid 75% of M&IE portion of the per diem for the ETDY location plus lodging (Not to Exceed (NTE) the allowable lodging rate).

Example: 75% of M&IE rate for Washington DC is \$64.00 x 75% = \$48.00 plus cost of lodging NTE \$209.00 equals a maximum of \$257.00 for travel day. (See www.gsa.gov/perdiem for current Per Diem Rates.)

Excess Baggage

Excess baggage is allowed up to 350 lbs when flying. A justification is required and must be included on the Travel Authorization.

Note: The GSBICA has ruled that the shipment of furniture is not an allowable expense in conjunction with temporary duty travel (GSBICA 16699-TRAV).

4.6.2 POV

Driving POV Travel Requirements

If the authorized mode of transportation is POV, the traveler is expected to take the most direct route and must drive an average of 300 miles per day in order to receive per diem (FTR §302-4.201). If the traveler does not take the most direct route, he or she will only be reimbursed for the number of miles of the most direct route. If the traveler does not drive an average of 300 miles per day, the traveler will not receive per diem for travel days.

Per Diem while Traveling via POV

The following chart outlines what per diem the travelers can expect when driving:

Description	Per Diem
First day of travel	75% of the M&IE plus lodging not to exceed the maximum lodging rate at the location where the traveler will spend the night. If no lodging is required on the first day of travel, the traveler will receive 75% of the M&IE of the destination location, provided the traveler was in a travel status for 12 hours or more.
Full day of travel	Full per diem (lodging and M&IE) for the locality where the traveler spent the night.
Day of arrival	Per diem allowance will be the same as a full calendar day of enroute travel.

Excess Baggage Cost Comparison

When driving, travelers may ship (e.g., UPS, FedEx, etc.) ground service up to 350 lbs. in addition to what they can carry in their POV.

Travelers may rent a trailer/truck (e.g., U-Haul, etc.) to carry any additional items to the ETDY location. However, a cost comparison is required from the traveler showing that renting a trailer/truck is more advantageous to the government than the cost of airfare plus excess baggage or POV plus shipment of 350 lbs.

Costs	If Traveler Rents Drivable Truck		If Traveler Rents Towable Trailer	
	NASA Will Reimburse	NASA Will <u>NOT</u> Reimburse	NASA Will Reimburse	NASA Will <u>NOT</u> Reimburse
Rental	X		X	
Gas	X			X
POV Mileage	N/A	N/A	X	
Additional Insurance		X		X
Vehicle Trailer for Towing a Car		X	N/A	N/A
Packing Materials (e.g., boxes or tape)		X		X

Use the following chart to help develop a cost comparison:

Method of Excess Baggage Transportation	Cost	Total Cost
Airfare	\$	
Excess baggage	\$	
Total (airfare + excess baggage)		\$
OR		
POV Mileage (number of miles x mileage rate)	\$	
UPS/USPS/FedEx	\$	
Total (shipping + POV mileage)		\$
OR		
Trailer Rental	\$	
POV Mileage (number of miles x mileage rate)	\$	
Total (trailer rental + POV mileage)		\$
OR		
Truck Rental	\$	
Gas for Rental Truck	\$	
Total (truck rental + gas)		\$

Suggested Web sites to obtain cost comparison information are:

- FedEx: www.fedex.com
- UPS: www.ups.com
- USPS: www.usps.com
- U-Haul: www.uhaul.com

Cost comparisons should contain realistic data when entering box dimensions, number of boxes, and information on content of boxes. Data should not be manipulated to favor the employee's preference.

Note: If POV is not authorized, but the traveler chooses to use POV, a constructive voucher is required.

4.6.3 Rental Car

Generally, travelers are not authorized use of a rental car to travel to or from the ETDY location; but, if necessary, it is possible to do so. An employee who has been authorized use of a POV can be authorized use of a rental car. However, it must be justified as advantageous to the Government and not merely a personal convenience. This applies to both the ETDY site and when the employee returns to the PDS on official business. This means that at the PDS, the employee must be performing government business and not merely returning to the PDS for the weekend.

Note: An employee should never be authorized a rental car at the TDY site to accommodate family members who need use of the POV (FMR 301-11.211).

4.7 Cash Advance

4.7.1 Obtaining Cash Advances

In some cases, an ETDY employee may be required to pay for fees and other items, requiring advance funding. The two options for obtaining a cash advance are:

- **Government Credit Card Advances**

For most travelers, the cash advance can be obtained by using the government-issued travel credit card. NASA travelers may withdraw cash at any Automatic Teller Machine (ATM) or at a bank facility. A weekly cash limit of \$300 is established by the Agency, but this limit may be increased to \$1500 in coordination with the Center Agency Program Coordinator (CAPC) for ETDY travelers. The CAPC should be contacted prior to the employee departing on travel.

Repayment of travel advances from a Government-issued charge card is due in full on the next 30-day billing cycle.

To obtain a Government-issued charge card:

- The traveler initiates a request for a Government-issued charge card through the CAPC.
 - The CAPC initiates the application on behalf of the traveler through the charge card provider's Web site.
 - The traveler completes the application after they have received the e-mail to do so.
 - The traveler routes the application to the traveler's supervisor for approval.
 - The traveler routes the approved application to the CAPC for final review and approval.
 - The CAPC routes the application to the charge card provider for processing.
 - The traveler receives his or her charge card and instructions from the charge card provider approximately 10 – 14 days later.
- **EFT Cash Advances**
EFT cash advances are only authorized for:

- Travelers without a Government-issued travel card.
- Foreign travelers going to locations in which access to ATMs is limited (FMR 301-51.204).

Cash advances will be issued on a case-by-case basis only if approved by the Authorizing Official and must be authorized on the travel orders. The Advance portion of the Travel Manager Authorization must be completed and faxed to the NSSC at 1-866-779-6772 for the advance to be processed.

Note: The maximum amount of a cash advance is for 45 days at the reduced per diem rate (e.g., DC area \$177.45 x 45 = \$7985.25). Refer to www.gsa.gov/perdiem for current per diem rates.

4.7.2 Repaying Cash Advances

Repayment of EFT cash advances begins on the second monthly voucher. The NSSC will take equal deductions to reclaim the advance (FMR 301-71.305).

Example: \$3,000 EFT cash advance issued and ETDY period is 1 year. Beginning on the 2nd monthly voucher, \$300 will be deducted from the reimbursement to ensure that all \$3,000 is paid by the last monthly voucher.

Note: If an EFT cash advance is issued, travelers MUST voucher against the line of funding from which the Travel Advance was issued. If there are multiple lines of funding involved, the voucher amount allocated against the “advanced” line of funding must be equivalent to the monthly reduced amount. For example, a traveler is issued an advance of \$1200 for a 7 month ETDY assignment. Each month, the voucher will be reduced by \$200 to liquidate the advance (excluding the first month). If the advance of \$1200 is issued from WBS 354.21.01.01 FUND ESAX22008D, then the voucher MUST allocate at least \$200 to this same funding line in order to properly reduce the advance.

SECTION 5 – WHILE ON ETDY

5.1 General

Travelers should stay connected to their PDS and supervisor while on ETDY and begin re-entry conversations early.

While on ETDY, it is important to file vouchers for reimbursement in accordance with the FMR travel regulations. Travel vouchers should be submitted through Travel Manager. For detailed ETDY procedures, go to the NSSC Customer Service Web site at <https://www.nssc.nasa.gov/customerservice>. Click the **Travel** tab, then click the **Extended TDY** link. Under the **Welcome to Extended TDY** heading, click the **Detailed Extended TDY Travel Process** link.

The remaining paragraphs in this section explain how to complete the ETDY vouchers correctly. The following are general things to remember about completing vouchers:

- Travelers should submit a voucher on a monthly basis (FMR 301-52.7) Note that payments are not made during the last three (3) business days of the month or on the first business day of the following month due to month end close out purposes. For example, the last day to make payments for July 2008 would be July 28, 2008. The next payment date would be the second business day of the following month, August 4, 2008.

Note: Travelers with a restricted amount on their charge card may submit a voucher every 2 weeks.

- Travelers are encouraged to submit their voucher and have it “Management Approved” by their supervisor/manager at least 4 business days prior to the last payment date to allow enough time for audit prior to payment. For example, the voucher would need to be “Management Approved” by the supervisor/manager on July 22, 2008 to allow time for audit and payment by July 28, 2008. The NSSC must have required receipts in order to audit voucher for payment.
- Travelers may submit their first voucher with less than 30 days in order to arrange recurring payment in a more convenient time of the month. For example, an employee may submit the first voucher for 18 days rather than 30 in order to plan for payment to be made prior to month end closing activities or for another part of the month more convenient for paying ETDY expenses.
- Travelers must submit a copy of signed lease agreement with the 1st monthly voucher.
- Travelers must submit a copy of any receipts or bills for items or services over \$75.00.

Important: Vouchers may be held until all required documentation is received.

Once the NSSC has audited the ETDY voucher, adjustments will be notated in the Comments section (Section 13) of the voucher.

Note: There is no authority for NASA to pay per diem expenses for any family members at the ETDY site who are not NASA employees. An employee who decides to take family members along on the ETDY assignment should be prepared to pay for all their related expenses (FMR 301-11.213).

5.2 Reduced Rate

While on ETDY, the traveler will receive a reduced per diem rate to cover expenses. This reduced rate begins the day after arrival at the ETDY location (FMR 301-11.205). This means that if the traveler chooses to stay at a hotel when they first arrive at the ETDY location, they will still only receive 65% of the location per diem. NASA will not pay the actual cost of the hotel. Travelers on domestic ETDY will receive 65% of the maximum per diem rate for the ETDY location (FMR 301-11.203). This calculation is valid irrespective of the daily lodging rate for the area, assuming that it does not exceed the rate of conventional lodging (i.e., hotel). Therefore, if an individual is able to secure accommodations that are less than the established per diem for a particular area, he or she may apply the difference to other expenses that occur incident to their TDY assignment.

Example:

Location of ETDY	Maximum Per Diem Rate (Lodging + M&IE)	ETDY Reduced Rate (65% of Per Diem Rate – Lodging + M&IE)
Washington DC (HQ – Nov 1 – Jun 30)	\$273.00	\$177.45
Cocoa Beach, FL (KSC)	\$150.00	\$97.50
Houston, TX (JSC)	\$169.00	\$109.85
Huntsville, AL (MSFC)	\$128.00	\$83.20

This means that for each full day on ETDY in the Washington DC area, the traveler will receive \$177.45 to cover expenses.

This amount is intended to cover (FMR 301-11.213):

- Rental of a furnished one bedroom or efficiency apartment.
- If not furnished, appropriate and necessary furniture can be rented.

- Connection, use, and disconnection of utilities.
- Basic telephone usage fee (no installation or long distance).
- Basic cable TV service (no premium channels).
- Internet service.
- Cost of reasonable fees for cleaning service if not included in lodging charge.
- Miscellaneous deposits/fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (Refer to paragraph 4.5, Upfront Fees and Expenses, for more details).
- Cost of meals and incidentals.

Note: If the traveler returns to the PDS or is on secondary travel, the allowances change. For more information, refer to paragraph 5.5, Secondary Travel, and paragraph 5.6, Home Visits.

5.3 Miscellaneous Expenses

Some miscellaneous expenses may also be reimbursed such as:

- Laundry/dry cleaning.
- ATM fees.
- Metro fare/mileage to TDY location from lodging if not provided by other means (e.g., fare subsidy, etc.) may be reimbursed if rental car is not authorized.
- Excess baggage (NTE 350 pounds) shipping charges or trailer/truck rental.
- Fees incurred as a result of breaking a lease as long as ETDY is cancelled by NASA and prudent efforts were made to obtain a refund (FMR 301-11.16). (See paragraph 4.4, The Lease, regarding language in the lease).

Note: To determine if an expense is able to be reimbursed, please contact the NSSC. Refer to the contact information in paragraph 1.4, Point of Contact.

5.4 Fixed Costs

Fixed costs are those expenses, other than meals, authorized in the ETDY reduced per diem rate (FMR 301-11.216). The fixed cost rate is applied on monthly vouchers when the traveler is on annual leave (for any amount of time), returns to the PDS, or is on secondary travel (301-11.215, 301-11.218). The rate received at the ETDY location in these situations is 65% of the **lodging portion** of the per diem rate (FMR 301-11.226). Fixed costs are included in the 65% reduced lodging rate for the ETDY location (FMR 301-11.216).

Example:

Location of ETDY	Rate (Lodging + M&IE)	ETDY Reduced Rate (65% of Per Diem Rate – Lodging + M&IE)	Fixed Cost Rate (65% of the Lodging Portion Of Per Diem)
Washington DC (HQ)	\$273.00	\$177.45	\$135.85
Cocoa Beach, FL (KSC)	\$150.00	\$97.50	\$68.90
Houston, TX (JSC)	\$169.00	\$109.85	\$71.50
Huntsville, AL (MSFC)	\$128.00	\$83.20	\$54.60

The following items are intended to be paid by fixed costs:

- Rental of a furnished one bedroom or efficiency apartment.
- If not furnished, appropriate and necessary furniture can be rented.
- Connection, use, and disconnection of utilities.
- Basic telephone usage fee (no installation or long distance).
- Basic cable TV service (no premium channels).
- Internet service.
- Cost of reasonable fees for cleaning service if not included in lodging charge.
- Miscellaneous deposits/fees such as amenity fee, lodging deposit, move-in fee, application fee, garage fee, storage fee, etc. (Refer to paragraph 4.5, Upfront Fees and Expenses, for more details).

5.5 Secondary Travel

During the ETDY, secondary travel may occur. When a traveler is on ETDY and is requested to perform TDY at another location (other than their permanent duty station), this is considered secondary travel. Generally, secondary travel is not authorized on the traveler's ETDY orders, but will be on a separate travel authorization and a separate voucher should be completed for this travel. While on secondary travel, the traveler will receive the full per diem for the location of the TDY, as long as the TDY location is not the PDS, and will receive fixed costs on the ETDY monthly voucher (FMR 301-11.218).

Note: If Actual Expense travel is authorized for the secondary travel, the employee must file the travel claim as outlined in FMR 301-11.302.

Example: If Joe is on ETDY to Headquarters (HQ) from KSC and is asked to perform secondary travel to Johnson Space Center (JSC) October 12 – 16, the per diem sections of the two vouchers will be as follows:

Date	Monthly Voucher	Secondary Travel Voucher
October 12	Fixed Costs	Full lodging + 75% of M&IE for JSC per diem
October 13	Fixed Costs	Full per diem for JSC
October 14	Fixed Costs	Full per diem for JSC
October 15	Fixed Costs	Full per diem for JSC
October 16	Fixed Costs	75% of M&IE for JSC per diem

Monthly ETDY vouchers should have the secondary travel dates and authorization number annotated in the comments section.

For payment purposes, the secondary travel voucher and monthly ETDY vouchers should be compared to ensure there is no overlap in payment of expenses.

5.6 Home Visits

If authorized, travelers may return to the PDS periodically. Travelers may be authorized trips home an average of every 3 weeks, NTE 17 trips per a 1-year assignment or the prorated equivalent rounded down for trips of a lesser duration (FMR 301-11.221).

Example: A 6-month ETDY assignment should not be authorized for more than 8 home visits.

For these authorized trips home, the traveler may use the Government contract city-pair fares (government negotiated rates) and travel during work hours without taking any form of leave.

Note: The traveler may always return home voluntarily more often than every 3 weeks. However, the traveler may NOT use the Government contract city-pair fares for these trips, may NOT use the Government contractor-provided charge card to pay for the expenses, and must travel on his or her time or take appropriate leave for missed duty hours.

Generally, home visits are authorized on the ETDY. While at the PDS, the traveler will receive fixed costs on the monthly voucher to cover lodging expenses as well as 75% M&IE on travel days to/from PDS.

Example: Joe is on ETDY to HQ from KSC. Joe travels to his PDS October 12 - 16. The **per diem section** of the voucher will be as follows:

Date	Monthly Voucher
October 12	Fixed Costs + 75% of M&IE at the ETDY location
October 13	Fixed Costs
October 14	Fixed Costs
October 15	Fixed Costs
October 16	Fixed Costs + 75% of M&IE at the ETDY location

Joe may, however, claim round trip airfare from the ETDY location to KSC and transportation from the airport to the Center or his home. Rental car transportation for the duration of the stay at the PDS is not allowable for home visits.

SECTION 6 – REIMBURSEMENT WHILE ON ETDY

6.1 Reimbursement While on Annual or Sick Leave

During ETDY, the traveler may take annual leave. If the traveler takes any amount of annual leave on any work day, he or she will receive the fixed lodging rate (65% of the lodging portion of the per diem rate) on the monthly voucher.

If the traveler takes sick leave, he or she will receive the reduced rate (FTR §301-11.21).

Note: NASA will not pay an allowance for subsistence expenses for any paid or non-paid non-work status during your prescribed working hours unless **emergency travel** is involved due to an incapacitating illness or injury, in which case the rules of FTR Part 301-30 and FMR 301-11.21 govern.

6.2 Reimbursement for Weekends and Holidays

The traveler is paid the reduced rate (i.e., 65% of the full per diem for the ETDY location) for weekends as long as he or she is not in an annual leave status both Friday afternoon and Monday morning.

Example: If a traveler takes annual leave Friday afternoon **and** Monday morning, he or she will not receive the full 65% reduced rate. The traveler will only be paid fixed costs for Saturday and Sunday, which is 65% of **the lodging portion** of the per diem rate.

Sick leave is not counted against the traveler; therefore, if the traveler is on sick leave the Friday before and the Monday morning after a weekend, the traveler will receive the reduced rate, not fixed costs (FMR 301-11.21).

These same principles apply for holidays as well as for weekends. If the traveler is on annual leave the afternoon of the workday prior and the morning of the workday following, the traveler will receive fixed costs for the holiday (FMR 301-11.21).

6.3 Reimbursement While Staying with Friends or Family

If no lodging is required (e.g., the traveler is staying with friends or family), the traveler will be reimbursed 65% of the M&IE (FMR 301-11.220).

6.4 Reimbursement if Spouse is Also on Detail

If two employees, who are spouses, are on ETDY (FMR 301-11.214):

- One will receive the reduced per diem rate (65%)
- The other will receive 65% of the M&IE

Example: Mr. & Mrs. Jones are on ETDY to Marshall Space Flight Center (MSFC) in Huntsville, AL where the Per Diem is \$128.00 (\$84.00 Lodging and \$44 M&IE). Mr. Jones would receive 65% of the per diem rate = \$84.00. Mrs. Jones would receive 65% of the M&IE ($\$44 \times 65\% = \29.00).

SECTION 7 – AFTER ETDY

After the ETDY is completed, the traveler will return to his or her PDS. For allowable trip expenses, refer to paragraph 4.6, Transportation to/from the ETDY Location.

Several Web sites offer a moving checklist. The following is a partial list of Web sites where a traveler can find a moving checklist to help facilitate the move:

- Century 21: <http://classic.century21.com/learn/content.aspx?refstr=6.8.7>
- U-Pack Moving, Inc.: <http://www.upack.com/moving-resources/checklist.asp>
- Apartment Search by CORT: <http://www.apartmentsearch.com/moving-help/>
- Move, Inc.: <http://moving.move.com/move/tools/relocationwizard.asp>

Travelers are also responsible for ensuring that all travel vouchers are filed and all cash advances are paid back.

Note: Travelers are responsible to keep travel receipts for 6 years and 3 months in accordance with NARA General Records Schedule 6, Accountable Officers' Accounts Records.

Transitioning back into the Center culture can be challenging. Therefore, travelers are encouraged to have re-entry conversations with their supervisors and develop a re-entry strategy that will enable the use of new or enhanced skills.

APPENDIX A – ACRONYMS AND ABBREVIATIONS

Acronyms that are used in this desk guide are identified upon first use in this document. Thereafter, the acronym is used. In cases where the first or only instance of the use of an acronym is in a table or graphic, it may not be spelled out on first reference. Since many acronyms and abbreviations have multiple meanings, the following list includes those used in this guide and the applicable meaning:

ACRONYM/ ABBREVIATION	MEANING
ATM	Automated Teller Machine
CAPC	Center Agency Program Coordinator
CFO	Chief Financial Officer
DOI	Department of the Interior
EFT	Electronic Funds Transfer
ETDY	Extended Temporary Duty
FMR	Financial Management Requirements
FTR	Federal Travel Regulation
FY	Fiscal Year
GSA	General Services Administration
GSBCA	General Services Board of Contract Appeals
GSFC	Goddard Space Flight Center
HQ	Headquarters
HRO	Human Resources Office
IRS	Internal Revenue Service
ITRA	Income Tax Reimbursement Allowance
JSC	Johnson Space Center
KSC	Kennedy Space Center
M&IE	Meals and Incidental Expenses
MSFC	Marshall Space Flight Center
NARA	National Archives and Records Administration
NASA	National Aeronautics and Space Administration
NFTRS	NASA Federal Travel Regulations Supplement
NSSC	NASA Shared Services Center
NTE	Not to Exceed
OCFO	Office of the Chief Financial Officer
PCS	Permanent Change of Station
PDS	Permanent Duty Station
POV	Privately-owned Vehicle
SATERN	System for Administration, Training, and Educational Resources for NASA
TCS	Temporary Change of Station
TDY	Temporary Duty
UPS	United Parcel Service
USPS	United States Postal Service

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National Aeronautics and Space Administration

NASA Shared Services Center

C Road, Building 1111

Stennis Space Center, MS 39529

<https://www.nssc.nasa.gov/customerservice>

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